

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;"><u>Chisinau</u></div>	2. Agency Department of State	3a. Position Number		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Guard	FSN-3		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> )		7. Name of Employee		
8. Office/Section		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 60%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 35%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position  As part of the Embassy Local Guard Force (LGF) performs full range of static and mobile guard services to safeguard and protect U.S. Government property and personnel. Incumbent is directly supervised by the Guard Supervisor and falls under the U.S. Embassy Regional Security Office (RSO).				

#### 14. Major Duties and Responsibilities

##### **Access control & screening**

**80%**

The incumbent controls access to compounds, and works variable hours including weekdays and holidays at changing work sites. S/he screens visitors and vehicles, routinely checks U.S. Embassy facilities for potentially dangerous situations and notifies proper authorities.

##### **Response to emergency situations**

**10%**

Incumbent trains for and reacts to U.S. Embassy emergency situations as a first responder, providing basic medical aid, reacting to Weapons of Mass Destruction threats, rendering other immediate security assistance to U.S. Embassy employees and when necessary using physical force to protect property/personnel.

##### **Other duties**

**10%**

Execute other RSO assigned duties as needed.

**\*\*Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of secondary school is required.

b. Prior Work Experience: One year of protective and facility access control security experience at a diplomatic mission, police unit, military unit or private security company.

c. Post Entry Training:

On the job training will be provided by LGF Supervisor and RSO. Such training may be delivered via classroom instruction, online courses, and field demonstrations. All LGF are given baseline training in proper operation of security equipment (X-ray machine etc), Embassy security procedures (screening methods etc) and emergency response (first aid etc).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level II (Limited Knowledge) English is required. Level III Romanian and Russian is also required.

e. Job Knowledge:

Basic understanding and knowledge of Moldovan laws and security services required.

f. Skills and Abilities:

Incumbent must be physically capable of being trained in defensive measures and must be able to exercise good judgment in handling emergency situations under stress.

16. Position Elements

a. Supervision Received:

Incumbent reports to and seeks daily guidance directly from the LGF Shift Leader and LGF Supervisor. Programmatic guidance and long term objectives would be received through RSO and supporting staff.

b. Supervision Exercised:

None.

c. Available Guidelines:

Department of State regulations (FAM/FAH), applicable U.S. federal laws (EEO etc), U.S. Embassy policies and RSO standard operating procedures.

d. Exercise of Judgment:

Independent and creative thinking expected from incumbent. In addition, incumbent must be able to identify immediate security risks effecting Embassy personnel and facilities and help RSO mitigate them.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Daily contact with the public (including American citizens) and official Embassy visitors that may include high level Moldovan, U.S., and other nation's government officials. Such contact may be in the form of orientating visitors or processing their screening when they access Embassy facilities. Occasional contact with Moldovan security forces may also occur in order to share immediate threat information.

g. Time Expected to Reach Full Performance Level:

Six months.

DS 298